



# Yellowstone County Clerk of Court

MARCH 17, 2014

VOLUME 1, NUMBER 1

## I WOULD LIKE TO HEAR FROM YOU!

For comments,  
please email me  
by clicking [here](#)



## Clerk's Office Email Reference Guide:

Jury Duty



Record Searches



Case Filings




Fines and Fees



General Questions



 Thank you for taking the time to read our first Bi-annual Clerk of Court Newsletter. As Clerk of Court, I want to provide information to update the public with regard to the changes that have taken place within the Clerk's Office. Since my appointment on January 1, 2013, my staff and I have been working diligently together to make many necessary improvements within the office. My mission is to restore public trust and integrity to the Yellowstone County Clerk of Court's Office.

Many changes have taken place over the last 14 months. They include:

- Implementing the usage of a new filing system, modeling that of larger higher volume courts.
- Installing a debit/credit machine, giving the public more options to pay their fees.
- Initializing a green process where correspondence is electronic, this will save our county and the tax payers' money on paper and mailing.
- Utilizing the Board of County Commissioners, "job share program", where our office utilizes staff from other departments that are experiencing down time to help us maintain our files and keep current.

My staff and I are proud of the amount and quality of work we have accomplished to date, and we look forward to continue serving you in this capacity. We are committed to providing the most effective and efficient service to the residents of Yellowstone County.

Sincerely,

*Kristie*



## Let me introduce my staff



We strive to give friendly and professional service.

| Supervisors                | Main Responsibilities                          |
|----------------------------|--|
| <i>Robyn Schierholt</i>    | Training management                            |
| <i>Victoria Woodard</i>    | Personnel/courtroom management                 |
|                            |  |
| Deputy Clerk               | What They Do                                   |
| <i>Maggie Brinkman</i>     | DN & Criminal Files                            |
| <i>Heather Britton</i>     | Court Room (Knisely) / File//Counter (Civil)   |
| <i>Darryll Broadbrooks</i> | Court Room (Gustafson) / File Clerk (Civil)    |
| <i>Wendy Eaton</i>         | Files /Back up Court Room Clerk (Criminal)     |
| <i>Audrey Degele</i>       | Files /Criminal Judgments / Back up Court Room |
| <i>Kristin Goers</i>       | Bookkeeper/Payroll Technician/ Back up Jury    |
| <i>Jenni Hagen</i>         | Files /Appeals/Counter (Civil & Criminal)      |
| <i>Dana Hilarario</i>      | File clerk (Civil and Criminal)                |
| <i>Mikelle Joki</i>        | Marriage License/ Research/Files               |
| <i>Kim Paxinos</i>         | Counter/Files (Civil)                          |
| <i>Kathy Petersen</i>      | Jury/Mail/Files                                |
| <i>Marilyn Reed</i>        | Court Room (Baugh) /Files (Civil)              |
| <i>Katy Ries</i>           | Court Room (Todd) / File/Counter (Criminal)    |
| <i>Priscilla Sleeth</i>    | Files/Counter/Back up Bookkeeper (Criminal)    |
| <i>Kathy Stearns</i>       | Court Room (Fagg) /Files/Counter (Civil)       |
| <i>Jim Symonds</i>         | Counter/Files (Civil)                          |

**Are you interested in learning  
about Montana Court's  
Statewide E-Filing?**

*Click the icon below.*



**CRIMINAL CASES  
INCREASE  
271 FROM 2012 TO  
2013!**



## **YELLOWSTONE COUNTY STATISTICS**

**CRIMINAL CASE FILES IN:**

**2011 = 783**

**2012 = 774**

**2013 = 1045**

**2013 SAW A 271 CASE INCREASE FROM THE PRIOR YEAR!**

Help  
save the  
county money.  
Let us email  
documents to  
you!



## ATTORNEYS CORNER

Many of you may have received an email regarding our effort to go green. In order to save Yellowstone County money and thus our tax payers, it is the Yellowstone County Clerk of Court's goal to transition to the practice of emailing correspondence from the clerk's office. This includes notices and other documentation that you may have received by hard copy in the past.

We are encouraging everyone to utilize the email procedure but are offering, at this time, the option for hard copies to be mailed if requested. If you have or are choosing to receive a hard copy please understand that once Yellowstone County engages in electronic filing in the not so distant future that option may no longer be available.

If you would like to participate in the email program please contact Kristie Boelter at [kboelter@co.yellowstone.mt.gov](mailto:kboelter@co.yellowstone.mt.gov). If you would like us to cc your assistant/s with any documents and notices we send to you please provide us their information as well.



is in the Air

Hooray! Winter is almost over and people are ready to emerge from hibernation and celebrate! Of course this means an increase of Marriage License issued at the clerk of court office. Here are some facts about getting married in the state of Montana.

- You do not have to be a resident of Montana.
- Montana does not have a waiting period to receive your license unless you are under the age of 18.
- The bride is no longer required to take a blood test and can sign a waiver instead.
- Although proxy marriages are allowed in Montana, not all Montana counties provide this service. One of the parties has to either be a resident of Montana or a member of the armed forces for those counties that do proxy marriages. Yellowstone County does not provide this service.
- You can marry your 2nd cousin in the state of Montana.
- Common Law Marriage is recognized in the state of Montana but we do not record its documentation in district court.
- Same sex marriages are currently not allowed in the state of Montana.
- You can marry at the age of 16 years old, but you must have the consent of both parents unless only one parent has legal custody, attend counseling sessions and have a judge sign off on the application.
- Any ordained or licensed clergymen, mayor, city judge, tribal judge, justices of the peace or those for whom the couple believes is qualified, may perform a marriage ceremony.
- A marriage license is sealed for 30 years. Only the couple can obtain a copy during that time. After that they are public record.

YOU CAN MARRY  
YOUR 2ND COUSIN  
IN THE STATE OF  
MONTANA.



**Yellowstone  
County  
Clerk of Court**

**PO Box 35030  
Billings, MT  
59107**

**Civil**  
256-2851

**Criminal**  
256-2860

**Accounting**  
256-2864

**Marriage License**  
256- 2869

**We're on the  
Web!**

**[co.yellowstone.mt.gov](http://co.yellowstone.mt.gov)**



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## GOALS FOR OUR OFFICE

- ❖ Improve website. *Updating information and providing more access to the clerk of court.*
- ❖ Improve jury service. *We are seeking ways to improve the experience for jurors.*
- ❖ Update computer system. *With the help of the Yellowstone County IT department we are in the process of updating all of our computers. We are close to 30% complete.*

**HAPPY**

